



## REQUEST FOR AUTHORIZATION (RFA) CHECKLIST UNDER MUNICIPAL STORMWATER GENERAL PERMITS

Category R9 - Tier A Municipal Stormwater General Permit

Category R10 - Tier B Municipal Stormwater General Permit

Category R11 - Public Complex Stormwater General Permit

Category R12 - Highway Agency Stormwater General Permit

### TO HELP US PROCESS YOUR RFA MORE EFFICIENTLY, PLEASE PROVIDE ALL ITEMS LISTED BELOW.

This checklist is provided to you as guidance for completing a Request for Authorization (RFA) under:

- NJPDES permit NJ0141852 (Tier A Municipal Stormwater General Permit);
- NJPDES permit NJ0141861 (Tier B Municipal Stormwater General Permit);
- NJPDES permit NJ0141879 (Public Complex Stormwater General Permit);
- NJPDES permit NJ0141887 (Highway Agency Stormwater General Permit)

Should you have any questions, please contact the Bureau of Nonpoint Pollution Control at (609) 633-7021. Please read all instructions and answer all questions when filling out the following RFA forms. If an item is not applicable, enter "N/A" or a similarly appropriate response.

- ☐ **APPROPRIATE RFA FORM** (Each municipal stormwater general permit has its own RFA form) Instructions are provided with the form.
- ☐ **USGS TOPOGRAPHICAL MAP (Public Complex only)** The map should be an 8.5" x 11" copy of a portion of the US Geological Survey topographic map, 7.5 minute quadrangle series. The Public Complex must have its boundaries marked distinctly on the map. Also, the name of the specific quadrangle(s) must be indicated on the face of the map.
- ☐ **HIGHWAY AGENCY INVENTORY (Highway Agency only)** A Highway Agency *must* provide a list of the locations of any maintenance facilities, service stations, or rest stops on property owned or operated by the Highway Agency.
- ☐ **HIGHWAY AGENCY MAP (Highway Agency only)** If a Highway Agency is submitting an RFA for a smaller region then a map must be included identifying that region.

### COMPLETE AND SUBMIT THE ORIGINAL RFA FORM TO:

New Jersey Department of Environmental Protection

Division of Water Quality

Bureau of Permit Management

Attn: Administrative Review Unit

P.O. Box 029

Trenton, New Jersey 08625-0029

**NEW JERSEY DEPARTMENT OF ENVIRONMENTAL  
PROTECTION  
DIVISION OF WATER QUALITY**

**NEW JERSEY POLLUTANT DISCHARGE ELIMINATION SYSTEM  
REQUEST FOR AUTHORIZATION**

**Tier B Municipal Stormwater General Permit  
NJ0141861**

*Refer to Instructions and the appropriate Completeness Checklist and provide all applicable information. Please Print or Type.  
(Attach additional sheets if necessary)*

**1. Municipality Information**

Name of Municipality \_\_\_\_\_ County \_\_\_\_\_

Mailing Address \_\_\_\_\_

City or Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Name and/or Title of Stormwater Program Coordinator** \_\_\_\_\_

Mailing Address (if different from above) \_\_\_\_\_

City or Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ FAX \_\_\_\_\_ E-Mail \_\_\_\_\_

**2. RFA Certification**

I certify under penalty of law that this Request for Authorization and all attached documents were prepared under my direction and supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. As far as I know, the municipality submitting this RFA is eligible for authorization under Part I, Section A.2.

I certify that I am aware that the Tier B Municipal Stormwater General Permit requires that the municipality develop, implement, and enforce a stormwater program. I acknowledge that this stormwater program must include the implementation of Best Management Practices, measurable goals and implementation schedules as specified in the Statewide Basic Requirements (SBRs) that are listed in the permit.

I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for purposely, knowingly, recklessly, or negligently submitting false information.

**Signature for Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print or Type Name** \_\_\_\_\_

**Print or Type Title** \_\_\_\_\_

## **INSTRUCTIONS FOR COMPLETING FORM RFA - Tier B**

**Use this form for any Requests for Authorization (RFA) under this NJPDES stormwater general permit. This form is not to be used for administrative updates or revocation. These forms are available through the Bureau of Permit Management at (609) 984-4428 or at [www.state.nj.us/dep/dwq/forms.htm](http://www.state.nj.us/dep/dwq/forms.htm).**

### **1. Municipal Information**

- Provide the name, as it is legally referred to, of your Municipality.
- Provide the mailing address, telephone number, FAX, and E-mail address for the Municipality.
- Provide the name and/or title of the Stormwater Program Coordinator. The Stormwater Program Coordinator is the person who will submit any reports or certifications required by this permit and to whom the Department shall send all correspondence concerning this permit.
- Provide the mailing address, telephone number, FAX, and E-mail address of the Stormwater Program Coordinator, if different from above.

### **2. RFA Certification**

- Please read the RFA certification and sign the application below. The signature must be an original signature.

#### **WHO MUST SIGN?**

Either a principal executive officer or a ranking elected official; or duly authorized representative.

A principal executive officer or ranking elected official of the municipality may assign his or her signatory authority for this Certification to a duly authorized representative, which is a named individual or a title of a position having overall responsibility for the operation of municipal stormwater facilities or municipal environmental matters, by submitting a letter to the Bureau of Permit Management stating said authority and naming the individual or position.